**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**True/False: Circle T if the statement is true or F if the statement is false.**

**T F 1.** When you know how many rows and columns you need in a table, the quickest way to create the table is by dragging over the grid in the Table menu.

**T F 2.** Turning Table Style Options on or off has no effect on the Quick Styles in the Table Styles gallery.

**T F 3.** When Word converts text to tables, it uses paragraph marks, tabs, and commas to determine how to organize the data within the table.

**T F 4.** You can move a column or row using Cut and Paste.

**T F 5.** Sorting can only sort one column of data at a time.

**T F 6.** If a hyphen exists within a section of text, and you are converting that text to a table, the hyphen will create a new column.

**T F 7.** Text can be aligned both horizontally and vertically in a cell.

**T F 8.** Word provides four options for changing the direction of text in a cell.

**T F 9.** You can sort single-level lists, such as bulleted or numbered lists.

**T F 10.** The Repeat Header Rows button is used for tables that extend to multiple pages.

**Multiple Choice: Select the best response for the following statements. Place the letter of the correct answer on the blank provided.**

**\_\_\_\_\_1.** Using the Sort feature in a table will sort selected content in what order?

**a.** Ascending

**b.** Descending

**c.** Alphabetically order

**d.** All of the above

**\_\_\_\_\_2.** Combining two or more cells into one uses a Word feature called:

**a.** Split Cells.

**b.** Merge Cells.

**c.** Merge All Cells.

**d.** Merge Selected Cells.

**\_\_\_\_\_3.** An arrangement of data made up of horizontal rows and vertical columns is called a:

**a.** Menu.

**b.** Heading.

**c.** Table.

**d.** Merge.

**\_\_\_\_\_4.** Built-in preformatted tables that can be inserted and used in your documents are called:

**a.** Table Styles Options.

**b.** Tables.

**c.** Quick Tables.

**d.** Insert Tables.

**\_\_\_\_\_5.** The rectangles that are formed when rows and columns intersect are known as:

**a.** cells.

**b.** merged cells.

**c.** split cells.

**d.** tables.

**\_\_\_\_\_6.** Which sort order sorts text from the end to the beginning?

**a.** Descending.

**b.** Ascending.

**c.** Plunging.

**d.** Downward.

**\_\_\_\_\_7.** Sorted data can consist of:

**a.** text.

**b.** numbers.

**c.** dates.

**d.** All of the above

**\_\_\_\_\_8.** Which option would you choose to arrange data alphabetically, numerically, or chronologically?

**a.** Filter

**b.** Group

**c.** Sort

**d.** Category dialog box

**\_\_\_\_\_9.** When you create a table in Word, two new Ribbon tabs appear. Which of the following are in a new Table Tools tab?

**a.** Page Layout

**b.** Design

**c.** Insert

**d.** Merge Cells

**\_\_\_\_\_10.** The first row of a table that is formatted differently than the rest of the table is called a:

**a.** total row.

**b.** banded column.

**c.** header column.

**d**. header row.